

TOWN OF MERRILLVILLE

is seeking applications for the position of:

Mechanic Assistant Public Works Department

An Equal Opportunity Employer

PURPOSE OF POSITION:

To assist the Mechanic with all job duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

All of the following are to be performed while adhering to Town of Merrillville operational policies, safety rules, and procedures.

Operate shop related equipment and machinery.

Operate diagnostic instruments; hand, electric, and air driven tools.

Provide emergency field assistance and repair to disabled equipment and vehicles.

Perform maintenance and repair work to a variety of hydraulic systems; replace and install hoses and trace electrical wiring.

Analyze and inspect equipment and vehicles.

Utilize manuals and guidelines recommended by the manufacturer.

Assist in snow removal when necessary.

Assist in town wide leaf pick-up program when necessary.

Ability to understand and follow written and oral directors. Must work cooperatively in a work crew and have the ability to work independently. Establish and maintain effective working relationships with other employees and the general public.

Ability and willingness to respond to emergencies on a 24-hour basis.

Other duties may be assigned as deemed necessary.

EDUCATION AND EXPERIENCE:

Graduation from high school or acquired GED. Two (2) years of experience in truck and equipment hydraulic repair and maintenance preferred.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid state driver's license or have the ability to obtain one prior to employment; must obtain CDL certification within the first 6 months.

WORK ENVIRONMENT:

Indoor and outdoor work environment; subject to seasonal adverse weather conditions, noise from equipment operation and driving a vehicle to conduct work. Some work sites may be in hazardous areas such as streets, rights-of-way, medians, ditches, pits and underground vaults, around heavy equipment and potentially dangerous tools. The work occasionally involves strenuous physical labor, physical dexterity and mechanical aptitude.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of specialized equipment; climbing ladders and working from heights, reaching overhead, above the shoulders and horizontally, standing for extended periods of time, bending at the waist, lifting heavy objects, heavy physical labor, carrying, pushing or pulling, kneeling or crouching.

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Applications can be found on www.merrillville.in.gov
Look under "Latest News" for job description and application.

APPLICATIONS ALONG WITH RESUME MAY BE EMAILED TO:
kmarkle@merrillville.in.gov

MAILED OR HAND DELIVERED TO:
Public Works Department
Kevin Markle, Street Superintendent
13 W. 73rd Avenue
Merrillville, IN 46410
Office hours: 7:00 a.m. to 3:00 p.m.

All applications along with resume must be received on or before February 19, 2016.